State of California
Department of Institutions
SONOMA STATE HOME
Eldridge, California.

PLACEMENT REGULATIONS

Prepared by the
Social Service Department
for the convenience of those
who offer employment to
Sonoma State Home girls and
boys.

Presented by... Ruth Elwonger .....
Social Worker

Sonoma 29

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WHAT IS EXPECTED OF THE EMPLOYER

WAGES That the employer will pay wages in accordance with the capability of the girl or boy, salary to be determined by the Social Worker.

ACCOUNTS That the employer will make a quarterly report on blanks furnished by the Home showing disposition of wages made by girl or boy. Sales tags should be saved and attached to the report.

CLOTHING The employer will make a regular check on the girl or boy's clothing, and advice on new purchases. Under no circumstances shall an employer sell clothing or other articles to girl or boy.

RECREATION That the employer arrange the work so that there is a reasonable amount of time for rest and recreation. For domestic work, one day or two half days per week is suggested. Opportunity should be provided for religious observances in the faith in which the girl or boy has been raised.

HEALH That the employer will notify the Social Worker if the girl or boy becomes ill. In case of emergency the city or county physician may be called. The employer will inform the Social Worker of the girl or boy's need of dental care when such need arises.

SUPERVISION That the employer will help the girl or boy to adjust to the new home by familiarizing the girl or boy with the household routine, by teaching any unaccustomed tasks, and being patient while the task is mastered.

The employer will not hesitate to advise the girl or boy on any matter when such advice seems in order. She will notify the Social Worker should any serious situation arise.

VACATIONS The employer should arrange in advance with the Social Worker for all vacations and home visits.

WHAT IS EXPECTED OF THE GIRL OR BOY

WAGES That the girl or boy will spend only part of the wages each week for incidentals saving the balance for clothing and other needs at the end of the month.

ACCOUNTS That the girl or boy will deposit any remaining money in a bank in a savings account, requiring the signature of J.J. Sassenrath Secretary to Dr. Butler, as financial trustee to the boy or girl. The account should read:- J.J. Sassenrath, Trustee for _____

CLOTHING The girl or boy will take care of clothing in so far as she is able, and will purchase clothing as needed from her wages, with the advice and supervision of the Social Worker or employer.

RECREATION That before leaving the house for any purpose, the girl or boy will always inform the employer as to destination and companions. She should not go out at night unless accompanied by a responsible person approved by the employer or Social Worker. She should return at the hour stipulated by the employer.

HEALTH That the girl or boy will follow instructions given by employer or Social Worker regarding health and hygiene. And, if earning sufficient money, will be expected to have a bank account to draw upon for such needs as dental care, or other special items.

SUPERVISION That the girl or boy will make an effort to follow implicitly all instructions given by the employer. She will receive friendly visits from the Social Worker at intervals.

FOR THE INFORMATION OF THE EMPLOYER:

1. State wards are not permitted to drive any motor vehicle, or to receive an operator's license

2. State wards are not permitted to enter into contracts of any nature. Should any matter of this kind arise, it should be referred to the Superintendent thru the Social Worker,

3. State wards are permitted to marry only with the sanction of the Superintendent which is given after a thorough inquiry into the circumstances. Without Dr. Butler's permission, the marriage is not valid.

4. State wards may be returned to the Institution at any time, for any reason considered adequate by the Social Worker.

5. State wards are not allowed to work outside the employer's home without permission of the Social Worker, that is, to be loaned out to friends, neighbors or relatives of the employer.

6. The Social Worker is to be notified immediately of any change of address.